

Child and Adult Nutrition Services (CANS) Calendar of Events & Due Dates for School Year 2014-2015

The following list includes important activities, events and due dates for the school year in South Dakota. While this is specific for 2014-2015, the dates are very close from year to year.

Annual

- ✓ Audits (OMB A-133) due nine months after the end of fiscal year from entities that expend or meet the \$500,000 threshold in federal funds collectively.
- ✓ Entities that do not meet the threshold are still required to have an independent audit. SDCL does not stipulate when it is due to the cognizant agency.
- ✓ Evaluate School Wellness Policy.
- ✓ Complete civil rights training for all staff involved with any Child Nutrition Program (NSLP, SBP, SMP, CACFP, SFSP, SSO)
- ✓ Complete food safety training for all staff involved with preparation or serving of food.

Monthly

- ✓ Check your iMATCH system (<https://imatch.sd.gov/login.aspx>) for directly certified (for free meals) student matches.
- ✓ USDA Foods ordering will be available to place orders starting in July for deliveries in September through May. Ordering is done online at (<https://ican.sd.gov/ICAN/Splash.aspx>).
- ✓ USDA Foods order blanks for TEFAP agencies approximately 6 weeks prior delivery, watch monthly emails for deadlines.
- ✓ 5-TEFAP agencies submit bill of lading and inventory for current month's USDA Foods.
- ✓ 10 - Schools submit claims for meal reimbursement for each prior month of operation. Months with 10 days or less can be combined with the prior or following month except June/July. SFSP requires that the months be combined in this instance.
- ✓ 20 to 25 - State processes reimbursement payments.

July

- ✓ Early to mid-July Child Nutrition Program application packets posted on CANS website
- ✓ USDA Foods iCAN ordering opens for September delivery.

August

- ✓ 31 - Annual Financial Statements and Audit Requirements due
- ✓ 31 - Child Nutrition Program application packets due

September

- ✓ Update benefit issuance enrollment roster against 30th operating day of school.
- ✓ Complete first AfterSchool Snack On-Site Monitoring with first 4-weeks of operation (see NSLP memo 36)

October

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Child and Adult Nutrition Services - DOE
Website: <http://doe.sd.gov/cans>
This institution is an equal opportunity provider.

- ✓ 1 - Count approved F&RP meal applications to determine Verification (See NSLP memo 51.6)
- ✓ 20-21 and 27-28 New School Lunch Foodservice Managers Workshop in Pierre
- ✓ 13 - 17 - National School Lunch Week



November

- ✓ 10 - October Site Survey due with October claim for reimbursement
- ✓ 15 - NSLP Verification of F&RP applications completed and documented based on number of applications on file October 1. (See NSLP memo 51.6)

December

- ✓ 15 - NSLP Verification Summary Report due to CANS (See NSLP memo 51.6)
- ✓ 15 - NSLP Independent Application review report due for schools required to perform this review. Schools were notified individually of this requirement.
- ✓ 31 – Submit Administrative Review Off-Site Assessment, if your SFA is receiving a review this year.

January

- ✓ Complete NSLP On-Site Monitoring in school lunch. An annual review of meal counting procedures by schools and RCCIs completed, documented, and retained in local files. (See NSLP memo 52.2) prior to Feb. 1.
- ✓ Agencies desiring to utilize Food Service Management Company contracts in the next school year contact CANS for policies, guidance, and prototype requests for proposal. (Include summer requirements if needed.)
- ✓ USDA Foods order estimates for the upcoming school year survey.



February

- ✓ Complete second AfterSchool Snack On-Site Monitoring (see NSLP memo 36)
- ✓ 1 - Summer Food Service Program SFSP and NSLP Seamless Summer Option application packets open on iCAN. See summer website <http://www.doe.sd.gov/cans/sfsp.aspx> for new process training schedule.
- ✓ 20 – SFSP and NSLP SSO training registration deadline

March

- ✓ 1 - 4 - SNA Legislative Action Conference, Washington, DC
- ✓ 2 - SFSP Renewing Sponsor Administrative Webinar
- ✓ 2 - 6 - National School Breakfast Week
- ✓ SFSP USDA Foods order blank due
- ✓ Summer Food Service Program required administrative workshops for new sponsors
 - 4 - SFSP Prior Successful Sponsor Webinar (CACFP At Risk and NSLP new to Summer Food)
 - 10 - SFSP New or prospective Sponsor Training – Pierre (All Day) (March 24 Snow date)
- ✓ 19 - NSLP Seamless Summer Training
- ✓ 31 - Audit statements due now or 9 months from end of fiscal year

April

- ✓ 1 - Perform Paid Lunch Equity calculations to set student paid lunch prices for next school year. Complete Paid Lunch Equity tool prior to establishing meal prices
- ✓ 9 - SFSP application, renewal, and/or NSLP Seamless Summer Option application due in iCAN

- ✓ 29 - SFSP operational workshop (New food service workers on SFSP) all day - Pierre

May

- ✓ First full week of May - Child Nutrition Employee Appreciation Week
- ✓ CACFP Training workshops to be held around the state.
- ✓ Summer Food Service Program preapproval visits for new sponsors by CANS
- ✓ NSLP Seamless Sponsors complete required program monitoring
- ✓ Required SFSP Training of site staff and preoperational monitoring form (if applicable) prior starting meal service. Complete and send documentation to CANS.

June

- ✓ SFSP staff monitoring completed as planned in approved agreement.
- ✓ CACFP training workshops held around the state.

July

- ✓ Begin application renewal process
- ✓ Year-end summaries of USDA Foods available
- ✓ 12 – 15 School Nutrition Association (SNA) Annual National Conference in Salt Lake City, UT (www.schoolnutrition.org)
- ✓ 28-30 - School Nutrition Association of SD Annual Conference in Spearfish (<http://www.snasd.org>)